



UGC-HUMAN RESOURCE DEVELOPMENT CENTRE (HRDC)

SAMBALPUR UNIVERSITY, JYOTI VIHAR

SAMBALPUR- 768019, Ph. 0663-2432137

email-ugcascsu@gmail.com

APPLICATION FORM FOR ORIENTATION/ REFRESHER COURSE

Please read the instructions before filling in this form

- Form will be accepted only if a Bank Draft (SBI) of Rs. 1000/- as Registration Fee (Non-refundable) in favour of the Director, Human Resource Development Centre (HRDC), Sambalpur University payable at SBI, Jyoti Vihar (Code: 06672). The draft will be refunded if the course is cancelled or the application is rejected by the HRDC. A self addressed stamped envelop must be attached with the application form.
- This form must be filled in completely and no column should be left blank.
- This form must be forwarded through proper channel.
- Strike out which is not applicable.
- Only the teachers who are selected for a particular course will be informed about the programme.
- Every teacher is required to present a project/research paper during the course.
- Certificate of completion of course will be given to those participants who attend the course for the full duration i.e. 144 contact hours i.e. 6 hours daily for four weeks Programme and 108 contact hours for a 3-week programme. **There is no provision of any kind of leave.**
- T.A. will be paid as per UGC rules.
- Application form should be addressed to Director, Human Resource Development Centre (HRDC), Sambalpur University, Jyoti Vihar, Sambalpur- 768019 (Odisha).**
- The programmes are fully residential.**

APPLICATION FOR: REFRESHER COURSE IN:
ORIENTATION PROGRAMME:

Dates:..... to.....

Bank Draft No.....Date.....Amount of Rs.....

1. Name: (In Block Letters) Dr./Mr./Miss/ Mrs.....

2. Date of Birth:..... Gender: Male Female

3. Category: SC ST OBC General

4. Qualification..... Subject.....

Specialisation.....

5. Phone (with STD code): (R)..... (M).....

Fax:..... E-mail.....

6. Address: College/ University.....

Type of Institution: Govt. Private Autonomous

7. Designation: Assistant Prof. Lecturer Associate Prof. Reader Others

8. a. Date of first appointment as Lecturer in Degree College:

b. Date of joining in the present post : c. Due date of Promotion :

d. Whether your sanctioned post is for +2 or +3 Branch..... (must fill up)

9. Nature of Appointment Regular Part-time Ad hoc Contract

10. Teaching Experience..... Years..... Months.....

11. Scale of Pay..... Basic Pay..... Grade Pay..... or Fixed Pay.....

12. Official Address.....

PIN.....

13. Residential Address.....

PIN.....

Affix passport
Size recent
Photograph

14. Details of the Orientation and Refresher Courses attended:

Course	Date and Duration	Institution
Orientation Course		
Refresher Course		

15. Whether accommodation is required: Yes No Food Preference: Veg Non-Veg.

DECLARATIONS

I hereby declare that all the information furnished in this application form is true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false, incomplete or incorrect, my application/ admission is liable to be rejected/ cancelled.

Place _____

Date _____

(Signature of the teacher)

Recommendation of the forwarding authority:-

I hereby certify that:

- (i) Our College/ University is included in the list of institution under Sec. 2(f) and under section 12(B) of the UGC Act;
- (ii) Our College does not come in the purview of the Section 12(B) of the UGC Act, but included under section 2 (f) and has been affiliated to the University of _____ for at least two years;
- (iii) The above applicant has not attended any Orientation/ Refresher Course conducted by Sambalpur University or any other University/ Institution except as indicated in Col. No. 14. above;
- (iv) The application of the above named teacher is forwarded with recommendation that when selected, he/she will be relieved in time to participate in the above course; and

The information given above by the applicant is true, complete and correct.

Date _____

Principal/ Head of Institution
(With Office Seal)

NOTE:

1. For the Orientation Programmes, newly appointed lecturers upto six years of continuous service and all those teachers who required orientation for getting a higher grade will be allowed.
2. For Refresher Courses, participation in the Orientation Programme is a prerequisite for admission. However, in exceptional cases a teacher may be allowed to complete a refresher course prior to completion of an Orientation Programme. There should be a minimum gap of one year between two courses, though it may be relaxed if an adequate number of participants is not available or it is essential for the teacher to fulfill eligibility condition for career advancement.
3. Part-time/ Ad hoc/ temporary/ contract teachers who have been teaching for at least three academic sessions in an institution which has been affiliated to a University for at least two years may be permitted to participate in the Orientation/ Refresher Course to enhance their skills.
4. If a participant fails to complete the requisite contact hours in a programme, he will have to make up for the backlog hours at own cost in another programme conducted by the HRDC.
5. Kindly visit our website page <http://suniv.ac.in/page.php?page=human-resource-development-centre-ascsu> to download form and view the latest scheduled programme.